

Department: National Science Foundation
Agency: National Science Foundation
Sub Agency: Directorate for Engineering
Job Announcement Number: E20070005

Science Writer-Editor

Salary Range: 54272 to 100554 USD Per Year

Open Period: 10/17/2006 to 11/7/2006

Series & Grade: AD-0801,0101-02/02

Position Information: Full-Time TEMPORARY POSITION, NOT TO EXCEED 13 MONTHS WITH THE POSSIBILITY OF A 2-YEAR EXTENSION, FOR A TOTAL OF 3 YEARS.

Promotion Potential: 02

Duty Location: 1 vacancy - Washington, DC 1 vacancy - Alexandria, Arlington & Falls Church, VA

Who May Be Considered:

Applications will be accepted from US Citizens and [Non-Citizens](#) as allowed by appropriations and statute.

Job Summary:

THIS POSITION IS OUTSIDE THE COMPETITIVE CIVIL SERVICE.

Key Requirements:

Major Duties:

This position is located in the Office of the Assistant Director for Engineering. The Directorate for Engineering is responsible for programs that strengthen the capability of engineering, its knowledge bases and systems, its institutions, and its human and physical resources, to contribute to the Nation's prosperity, security, and quality of life. It does this by supporting programs and activities that foster innovation, creativity, and excellence in engineering education, fundamental research, and knowledge integration and by promoting the natural synergy between these elements.

- Independently research, write and edit materials for both written and spoken communications conveying the impact of engineering on society and the role of engineering with the Foundation. Must, with discretion, interpret complex research and policy issues, choose language appropriate for the target audience, and analyze complex scientific facts, research findings, and management directives.
- Interview Division Directors and Program Directors for position papers and other reports on all aspects of research and education with engineering.
- Synthesize the vision from each individual Division and write position papers and presentations, and speeches that reflect one cohesive vision for the Directorate.
- Create Power Point presentations that reflect specific research facts.
- Contribute expert counsel on strategic plan for Directorate activities.
- Initiate, develop, and nurture partnerships that advance the Directorate role in public relations and legislative affairs across the NSF and throughout the engineering community; serve as liaison with professional engineering societies and other organizations devoted to engineering outreach and awareness, while fostering collaborative activities that enhance the public understanding of engineering and its impact on society.

- Attend meetings and conferences with the Assistant Director, and in his absence, represent the Assistant Director at meetings and conferences.

Qualifications:

Applicants must have a Master's degree in Engineering or Social Science or equivalent experience, plus a minimum of two years of research experience, research administration, and/or managerial experience related to the position, or a Ph.D. in Engineering or Social Science or equivalent experience.

Quality Ranking Factors:

1. Ability to initiate, create, write and edit materials on complicated engineering and scientific subjects.
2. Skill in researching program activities and trends in research and education.
3. Ability to interpret complex research activities and results.
4. Skill in interviewing individuals at all levels on all aspects of research and education in engineering in order to obtain information necessary to write and edit scientific material.
5. Ability to represent high level government officials at meetings and conferences.

Special Requirements:

You will need to successfully complete a background security investigation before you can be appointed into this position.

How Will You Be Evaluated:

You will be evaluated based on an assessment of your experience, education and training as they relate to the knowledge, skills and abilities specified in the Quality Ranking Factors. Current performance appraisal, letter(s) of recommendation, and awards may also be used in the evaluation process.

Benefits:

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info: <http://www.usajobs.gov/jobextrainfo.asp#FEHB>.

Life insurance coverage is provided. More info: <http://www.usajobs.gov/jobextrainfo.asp#life>

Long-Term Care Insurance is offered and carries into your retirement. More info: <http://www.usajobs.gov/jobextrainfo.asp#ltci>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual vacation leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

Tele-work / telecommuting may be made available after you have come on board. More info: <http://www.usajobs.gov/jobextrainfo.asp#TELE>

Alternative work schedule options are available.

If you use public transportation, part of your transportation costs may be subsidized. Our human resources office can provide additional information on how this program is run.

Qualified federal employees may be covered by our child care subsidy program or dependent care flexible spending account. Our human resources office can provide additional information on eligibility. More info: <http://www.usajobs.gov/jobextrainfo.asp#CCRS>

This position requires staff to be available on a full-time basis. By the use of 'job sharing' a team of part-time employees can perform these functions. More info: <http://www.usajobs.gov/jobextrainfo.asp#JSHA>

Other Information:

This job is being filled by an alternative hiring process and is not in the competitive civil service. Appointment to this position will be made under the Excepted Authority of the NSF Act. Candidates who do not have civil service status or reinstatement eligibility will not obtain civil service status if selected. Candidates currently in the competitive service will be required to waive competitive civil service rights if selected.

Relocation expenses will not be paid.

This position is included in the bargaining unit.

How to Apply:

You must submit your application so that it will be received by the closing date of the announcement.

Prepare your application package:

1. You must provide a resume or other application document in the format of your choice. In order to assure you receive full consideration, you should provide all of the following information:

- The Job Announcement Number, and the title and grade(s) of the position for which you are applying
- Country of citizenship
- Social Security Number
- Information about your education, including majors/fields of study, institutions, dates of attendance, and degrees. If you did not receive a degree, include course work and total credits (semester or quarter) earned.
- Information about your work experience related to this position, including job title, duties and accomplishments, dates (month and year), employer name and phone number, hours per week, and annual salary. If you held multiple positions in the same firm, describe each separately.
- If you have Federal civilian experience, indicate the highest grade held, job series, and dates.

2. You must submit a current performance appraisal or letter(s) of recommendation. If you submit letter(s) of recommendation, we recommend that you submit at least two but not more than five.
3. You are encouraged to submit a supplemental statement that describes how your background relates to the quality ranking factors listed in the 'Qualification Requirements' section of this announcement.

You are encouraged to submit your application via email to the email address listed in the 'Contact Information' section at the bottom of this page. If you are unable to apply electronically, you may submit your documents in writing or by fax to the 'Send Mail To' address or fax number provided at the bottom of the page.

Please include the vacancy announcement number on the subject line of your email, note it on the outside of your envelope if you mail your package, or write it on the FAX cover sheet.

ALL FORMS MUST BE RECEIVED BY MIDNIGHT EASTERN STANDARD TIME ON THE CLOSING DATE OF THIS ANNOUNCEMENT.

Contact Information:

Russ Barnes
Phone: 703-292-8351
Fax: 703-292-9279
TDD: 703-292-8044
Internet: rbarnes@nsf.gov

Or Write:
National Science Foundation
HRM/SCB, Room 315
4201 Wilson Blvd.
Arlington VA 22230
US

What to Expect Next:

Shortly after the announcement closes you will be notified as to whether or not you meet the basic qualification requirements. If you do, you will receive further consideration and evaluation. If the position is in the bargaining unit, and your application is referred to the selecting official, you will be contacted for an interview. Interviews for positions not in the bargaining unit may be conducted at the discretion of the selecting official. All qualified applicants will receive final notification of the outcome of the vacancy.